



Minutes of Meeting of Council

Held At / Via: Multi-Location Meeting - Llangyfelach Church Hall, Llangyfelach & Microsoft Teams

On: Thursday, 13 November 2025 at 6.00pm

Present: Councillor Sharon Phillips (Chair) Presiding

Councillors: Paul Baker, Peter Gibson, Mike Glover, Jamie Jewell, Daniel Lorey, Julie Rees & Mark Tribe

Clerk to the Council: Huw Evans

101 Apologies for Absence

Apologies for absence were received from Councillors Adrian Roberts.

102 Disclosures of Personal & Prejudicial Interests

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

103 Minutes of Council

Resolved that the Minutes of the Council Meeting(s) held on the following date(s) be approved and signed as a correct record:

- i) 9 October 2025.

104 Announcements of the Chair of Council

The Chair of Council referred to the many positive comments received from within the community following the Council's unveiling of the Remembrance Memorial & Pea Lights on the Village Green.

105 Public Question Time

There were no questions.

106 Community Reports & Invited Presentations

i) PCSO (Police Community Support Officers) Report

There was no report.

ii) Area Co-ordinators Report

There was no report.

107 Expenditure, Income, Bank Account Transfers & Bank Reconciliation

The Clerk outlined all Payments, Receipts, Bank Account Transfers & Bank Reconciliations since the last meeting of Council. The payments were made in accordance with Minute 21 "Constitutional Matters" of the Annual Council held on 8 May 2025.

Expenditure (E)		£
E46	J M Entertainment Ltd. Hire of Snow Machine & Reindeer and Sleigh. Council 09.10.2025	1,428.00
E47	Clerk Salary (October 2025)	510.13
E48	CCS Pension Fund (Clerk) (October 2025)	201.73
E49	General Data Protection Regulation (GDPR) / Data Protection Act 2018. Renewal Fee. Council 11.09.2025	47.00
E50	Cllr Wendy Lewis, Armed Forces Champion - Swansea Council. Remembrance Day Wreath. Council 11.09.2025	25.00
E51	B&M. 416x Cadbury Selection Boxes 78g. Council 09.10.2025	482.56
E52	Tree & Gubb Monumental Masons. Remembrance Memorial. Council 08.05.2025	4,140.00
E53	LowCost Printing. A5 Newsletter x1,200 Copies. Council 11.09.2025	1,527.00
E54	Pentagon. Website Maintenance & Support. 01.11.2025-31.10.2026	903.00
Income (I)		£
I10	Bank Interest (October 2025)	19.49
Bank Account Transfers (T)		£
T08	Business Reserve to Current Account. 10.10.2025	2,000.00
T09	Business Reserve to Current Account. 17.10.2025	1,500.00
T10	Business Reserve to Current Account. 05.11.2025	7,500.00

The Clerk stated that an invoice for £903.00 had been received from Pentagon for Website Maintenance & Support for the period 01.11.2025-31.10.2026.

Resolved that:

- 1) The Expenditure, Income, Bank Account Transfers & Bank Account Monthly Reconciliations be approved and noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.

108 Correspondence

The actions / comments made as in relation to the correspondence reported:

Correspondence	Actions
One Voice Wales. Training	Noted.
Swansea Council. Weekly Planning Applications	Noted.
Swansea Council. Weekly Planning Decisions	Noted.
Planning Aid Wales. Training & Events	Noted.
One Voice Wales. Bulletin	Noted.
One Voice Wales. Cost of Living Crisis Support Team Update	Noted.
Llais. Monthly Newsletter	Noted.

One Voice Wales. Biodiversity Team	Noted.
Cwmpas. Perthyn Grants	Noted.
WLGA (Welsh Local Government Association). University of South Wales - Shaping the Future of Public Services in Wales - Community Events	Noted.
Joint One Voice Wales / SLCC Event. 12 November 2025	Noted.
Nationwide. Dementia UK Clinic Swansea	Noted.
One Voice Wales. Anti- Racist Action Plan Webinar	Noted.
Welsh Government. St David's Day 2026 Pilot Support Fund	Noted.
Creative Play. The Community Council Playground Attracting More Families	Noted.
One Voice Wales. Workshop - Local Resolution Protocol	Noted.
One Voice Wales. Webinar - Upcoming Online Events	Noted.
Ystadau Cymru. Conference 2025 - 6 November 2025	Noted.
One Voice Wales. Access to Pre-Recorded Training for Councillors	Noted.
Welsh Government. Review of Community Arrangements of the City and County of Swansea	Noted.

109 Delegates Feedback on Outside Bodies

There was no delegate feedback.

110 Workplan (For Information)

The Council Workplan was presented.

Resolved that "Review of Ffair Nadolig Llangyfelach Christmas Fair" be added annually for December Council to consider.

111 Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways

There were no matters.

112 Training Plan

The Clerk stated that the Training Plan was adopted on 13 April 2023. It sets out the training requirements for Community Councillors and Staff. The monthly One Voice Wales, Planning Aid Wales and other relevant training schedules have been circulated. Councillors should regularly review their training requirements in line with the Training Plan & Training Matrix. To attend training, Councillors should liaise with the Clerk.

The Clerk attended the One Voice Wales - Section 6 "Biodiversity" Report, Online Training Workshop on 28 October 2025. Councillors were urged to attend Biodiversity Training.

Resolved that the update be noted.

113 Llangyfelach Ward Councillor Update

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council provided a verbal report outlining his work within the Ward.

Resolved that the update be noted.

114 Ffair Nadolig Llangyfelach Christmas Fair

The Clerk stated that the Ffair Nadolig Llangyfelach Christmas Fair was scheduled for Friday, 5 December 2025. Councillor Sharon Phillips provided an update on the work of the Christmas Fair Working Group and outlined timings and other specifics. Councillors discussed issues relating to the event and clearing.

Resolved that:

- 1) The update be noted.
- 2) The Clerk be authorised to arrange and pay for:
 - i) The services of a Tree Surgeon and Electrician.
 - ii) Refreshments for the key helpers.
 - iii) Other issues required to ensure the success of the Fair.
- 3) Councillor Mark Tribe arrange for the PCSO's to be present and to assist with traffic and parking during the Christmas Fair.
- 4) The Clerk liaise with Swansea Council about the specifics of the Land Train.
- 5) The Clerk liaise with Swansea Council about a Temporary Road Closure and also for cones and other items to ensure the success of the Christmas Fair.
- 6) The Clerk ask 6th Llangyfelach Scouts if they can provide and erect shelters for the Brass Band and for the Choir.
- 7) The Clerk ask 6th Llangyfelach Scouts if they have a storage area that the Council could utilise for the future.

115 Christmas Newsletter

Councillors Peter Gibson and Paul Baker provided an update relating to the production of the newsletter. They stated that the Newsletter had been finalised and that it was with the printer.

Resolved that the update be noted.

116 Remembrance Sunday

The Clerk stated that Remembrance Sunday was a day to commemorate the contribution of British and Commonwealth military and civilian servicemen and women in the two World Wars and later conflicts. Remembrance Sunday was on 9 November 2025. The Chair of Council laid a Poppy Wreath on behalf of the Community Council at the new Remembrance Memorial provided by the Council.

Resolved that:

- 1) The update be noted.

117 Permanent Remembrance Memorial on Village Green

The Clerk stated that Council at its meeting on 10 April 2025 resolved to commission a Permanent Remembrance Memorial on the Village Green. It is hoped that the Memorial will be in situ prior to Remembrance Sunday.

The Memorial was installed in the week leading up to Remembrance Sunday and was hailed a great addition and a fitting Memorial for the community of Llangyfelach.

Councillors discussed the colour of the resin that would surround the Remembrance Memorial and outlined that they favoured a dark grey colour without any pattern.

Resolved that:

- 1) The update be noted.
- 2) Tree & Gubb Monumental Masons be thanked for their work.
- 3) The Resin Co be thanked for supplying and laying the resin surrounding the Memorial free of charge.
- 4) Swansea Council be thanked for working with the Community Council and allowing their land to host the Community Council funded Remembrance Memorial. Swansea Council also be thanked for providing the temporary path for Remembrance Sunday.

118 Floral Decorations within the Community - 2026

Traditionally, the Council purchases Floral Decorations from Swansea Council and has then placed within the Community. Not all areas, within the community are appropriate and have been ruled out by Swansea Council on safety grounds or inadequate infrastructure. Swansea Council has provided a quote, repeating the Community Council' previous order for Floral Decorations.

The quote also includes additional provision of lamppost baskets at the layby on Pant Lasau Road (Near Vivians Row).

To supply & maintain:	£ inc. VAT
1x 3 Tier Square @ Village Green.	566.00
2x Barrier Troughs @ Pengors Road.	268.00
14x Lamppost Baskets @ Heol Pentre Felen. Post: 1, 2, 4, 7, 8, 10, 12, 15, 17, 19, 21, 23, 28 & 30.	5,088.00
14x Lamppost Baskets @ Swansea Road. Posts: 125, 126, 128, 131, 132, 133, 135, 136, 138, 140, 141, 144, 145 & 146.	
2x Lamppost Baskets @ Bryntywod. Posts: 877 & 879.	
2x Lamppost Baskets @ Layby on Pant Lasau Road (Near Vivians Row). Posts: TBC.	
2x Planters * @ A48 / Bryntywod. Flowers & Watering only as Planters owned by Community Council.	400.00
Total	£6,322.00

Resolved that the Floral Decorations as outlined be purchased.

119 Biodiversity & Resilience of Ecosystem Duty - Section 6 of the Environment (Wales) Act 2016

The Clerk outlined the Council's duty under Section 6 "Biodiversity and Resilience of Ecosystems Duty" of the Environment (Wales) Act 2016. The Section 6 Biodiversity Duty requires each Council to prepare and submit a Section 6 Monitoring Report to Welsh Government every 3 years commencing in 2019. The report must outline what it has done to comply with the Biodiversity Duty.

The Llangyfelach Community Council, Section 6 Biodiversity Report 2025 was outlined at Appendix 19.1 of the report. The Clerk circulated an amended version of the Appendix.

The Llangyfelach Community Council, Section 6 Biodiversity Action Plan (BAP) 2026 was outlined at Appendix 19.2 of this report. This must be reviewed every 3 years.

Resolved that:

- 1) The Section 6 - Biodiversity Report 2025 as amended and outlined at Appendix 19.1 of the report be approved and published.
- 2) The Section 6 - Biodiversity Action Plan (BAP) 2026 as outlined at Appendix 19.2 of the report be approved and published.
- 3) The Section 6 - Biodiversity Action Plan (BAP) 2026 be reviewed annually as part of the Council Annual Report.
- 4) Councillors be asked to express an interest in becoming the Council's Biodiversity Councillor Champion.

120 Requests for Grants & Donations

The Clerk stated that the Council allocated £1,500 of its 2025-2026 budget to its Grants & Donations Policy. To be eligible for a grant / donation applicants must comply with the conditions set out within the Policy.

<https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

Requests for applications are considered every 4 months (July, November & March). To date, the budget has been allocated as outlined:

Organisation	£
Donation to Kids Cancer Charity. Council 10.06.2025	200.00
Total Allocated 2025-2026	200.00
Total Unallocated 2025-2026	1,300.00

A request had been received from Swansea Sea Cadets. They were seeking a donation of £375 to enable them to purchase a Zoll AED (Automated External Defibrillator) Trainer.

The Clerk referred to the decision relating to Minute 119 "Biodiversity & Resilience of Ecosystem Duty - Section 6 of the Environment (Wales) Act 2016. It is proposed that the Grants & Donations Policy be amended to include a section relating to biodiversity and the fact that the Policy may be used to seek funding to support and promote community-led biodiversity initiatives such as wildflower planting, pollinator-friendly planting & wildlife projects. The Council would not expect the applicant to have a dedicated business / club bank account as the Council would purchase the items directly as a donation in kind.

Resolved that:

- 1) The update be noted.
- 2) A donation of £75 be made to the Swansea Sea Cadets.
- 3) The Clerk amend the Grants & Donations Policy to include a Section relating to Biodiversity as set out above.

Next Council Meeting

6.00pm on Thursday, 11 December 2025.

The meeting ended at 7.57 p.m.

Chair